

**TRAVEL SUPPORT DOCUMENT INSTRUCTIONS & GUIDELINES**  
**LIBRARY SERVICES & TECHNOLOGY ACT (LSTA) – PL 108-81, AS AMENDED**  
**FFY 2006 PROGRAM FUNDS – SOUTH CAROLINA STATE LIBRARY**

*Submit one copy to the LSTA Project Coordinator*

1. **TRAVELER'S NAME.** This is the name of the individual who is paid to travel by the sub-grant recipient.
2. **LIBRARY'S NAME.** This is the name of the sub-grant (organization) recipient.
3. **TRAVEL PURPOSE.** Specify purpose as it relates to the approved Project (conference, workshop, class, etc.) Travel expenses unrelated to the approved LSTA project are not reimbursable.
4. **DATE.** This is the date of the actual travel.
5. **TIME.** This is the time of Departure or Arrival.
6. **AM/PM.** Indicate whether the TIME is morning or afternoon.
7. **DEPARTURE FROM.** Enter the name of the initial point of departure (City/State) and the point of departure for the return trip.
8. **ARRIVAL LOCATION.** Enter the name of the destination (City/Cities and State).
9. **# MILES.** Enter the number of miles from the initial point of departure to the destination and for the return trip. If number of miles is significantly different from mileage indicated on maps, provide an explanation.
10. **MILES @ \_\_\_\_ per mile.** Enter the library's rate of reimbursement. Mileage is reimbursable at the County rate or State rate, whichever is lower, but may not exceed the Standard IRS Business rate.
11. **REGISTRATION FEE. Receipt is required.** Enter the total amount of registration fee paid. Meals included in the registration fee are allowable as part of the registration fee reimbursement.
12. **LODGING. Receipts are required and must be legible** and should include the name of the hotel/motel, traveler's name, date(s) of stay, a breakdown of charges and amount paid.
13. **AIR TRANSPORTATION. Receipts are required and must be legible** and should include the vendor's name, traveler's name, travel date(s), the destination, and amount of airfare.
14. **OTHER TRANSPORTATION. Receipts are required and must be legible** and should include the vendor's name, traveler's name, the date(s), destination, and amount. Other transportation includes ground transportation to and from the airport (such as taxi cabs and airport shuttles) as well as airport parking or hotel parking.
15. **MEALS.** Receipts are required for meals unless the sub-grantee uses the state per diem schedule.
16. **MISCELLANEOUS.** Incidental expenses such as fees and tips given to porters, baggage carriers, bellhops and the like shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the governmental unit in its regular operations. **Incidental expenses not allowed under the LSTA are not reimbursable.**
17. **TOTAL/GRAND TOTAL.** Add rows across to get a total for each day. Add the total column down to get a grand total of travel reimbursement.
18. **SIGNATURE.** The traveler's signature confirms that the traveler's expenses incurred were necessary in the performance of official duties related to the officially approved LSTA sub-grant project/award.
19. **LIBRARY APPROVAL.** The signature verifies that the library recognizes the expenses as necessary in the performance of official duties related to the officially approved LSTA sub-grant project/award.